

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I want to express my heartfelt gratitude for the opportunities I have had during my time here, especially as we successfully completed significant project milestones together. It has been a privilege to work with such a talented team and to contribute to the company's goals.

Thank you once again for your support and guidance. I look forward to staying in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]